

Professional and Managerial Branch
Miscellaneous Professional Group
Economic Development Series

ECONOMIC DEVELOPMENT DIRECTOR

08/02 (JAS)

General Purpose

Under administrative direction, as department head, provide executive level formulation of strategic plans, establishment or improvement of initiatives, and coordinative management of City of El Paso economic development.

Typical Duties

Plan, develop, organize, implement, direct and review overall economic development programs including industry recruitment and business retention and expansion programs. Involves: Oversee and assign work for program and client compliance. Monitor the state enterprise zone, tax abatement, Economic Development Administration (EDA) city/county revolving loan fund and other programs. Oversee Foreign Trade Zone for compliance with U. S. Customs regulations. Develop and monitor foreign trade zone operations benchmarks.

Plan, develop, organize, implement, direct and review setting and attainment of department short- and long-term goals and priorities. Involves: Prepare annual department budget, and monitor and approve expenditures. Collect and analyze data. Prepare various reports of department activities, accomplishments and goals. Implement and enforce department policies and procedures. Design, establish and maintain organization structure and staffing to effectively accomplish department goals and objectives.

Represent the department in a professional manner. Involves: Meet with Mayor, Council and Chambers of Commerce officials to inform of pending expansions or relocations. Interact with various developers, real estate agents, financial institution, private sector, school board officials and others to provide accurate information about economic development initiatives. Work with other city department heads, grant funding agencies and other domestic and foreign government entities to negotiate establishment of programs and to provide assistance or gather information.

Assist new and existing businesses to expand in or relocate to El Paso and facilitate capital investment to increase the City's tax base. Involves: Negotiate on the City's behalf with high level executives. Procure funds for companies' expansion plans. Review and respond to company proposals and clients' requests for specific economic statistics, work force demographics, business sector and community characteristics, and incentive programs, and other information. Prepare press releases and coordinate meetings with Mayor and Council regarding possible expansions or relocations.

Supervise assigned personnel directly and through subordinate supervisors. Involves: Appraise employee performance and review evaluations by subordinate supervisors. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. As an appointing officer, interview applicants, hire, terminate, transfer, discipline and award merit pay or other employee status changes.

Perform miscellaneous related managerial and administrative duties as required.

Knowledge, Abilities and Skills

- Comprehensive knowledge of business or economic development financing.
- Comprehensive knowledge of urban economic, redevelopment and downtown development principles and practices, including administration and management.
- Considerable knowledge of marketing techniques and economic development incentives.
- Considerable knowledge of border economics and industrial practices.
- Considerable knowledge of management and supervisory principles and techniques.
- Considerable knowledge of budget preparation and standard general and fiscal administration policies and practices
- Ability to perform cost/benefit analyses.
- Ability to express oneself clearly and concisely, orally and in writing, to prepare and present comprehensive reports to Mayor, Council, City management, businesses and the public, and to negotiate or assist in negotiations between businesses, financial institutions and government agencies.
- Ability to establish and maintain effective working relationships with the business community, City officials, and the

public.

Other Job Characteristics

- Residency within the City of El Paso city limits required by date of employment.
- Work extended hours as required.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's degree in business or public administration, economics or related field, and five (5) years of professional economic development, international commerce, manufacturing or international interstate trade experience, including three (3) years in a supervisory or program administration capacity.

Licenses and Certificates: None.

Human Resources Director

Chief Administrative Officer

OFFICIAL